

Georgia Department of Human Services

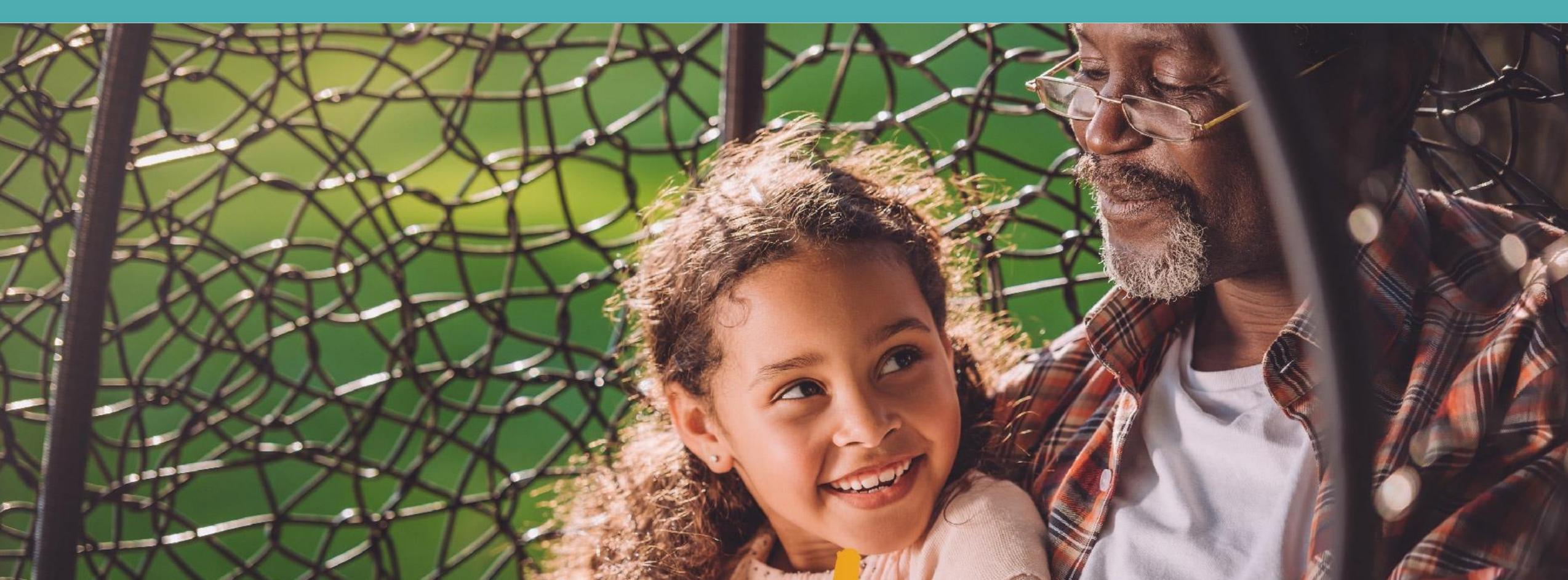
Office of Enterprise Development

The See-Saw Effect

Synergy of Work-Life Balance

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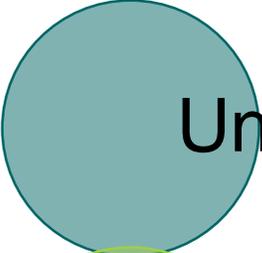


stronger families

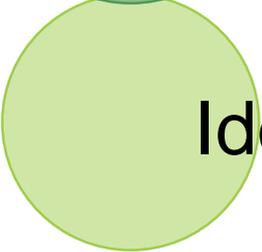
FOR A STRONGER GEORGIA



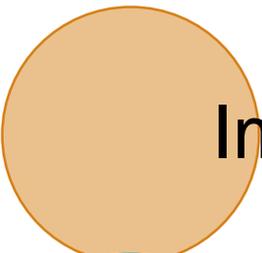
Objectives



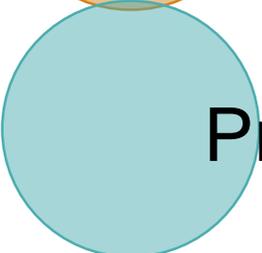
Understand the benefits of work-life balance



Identifying types of stress



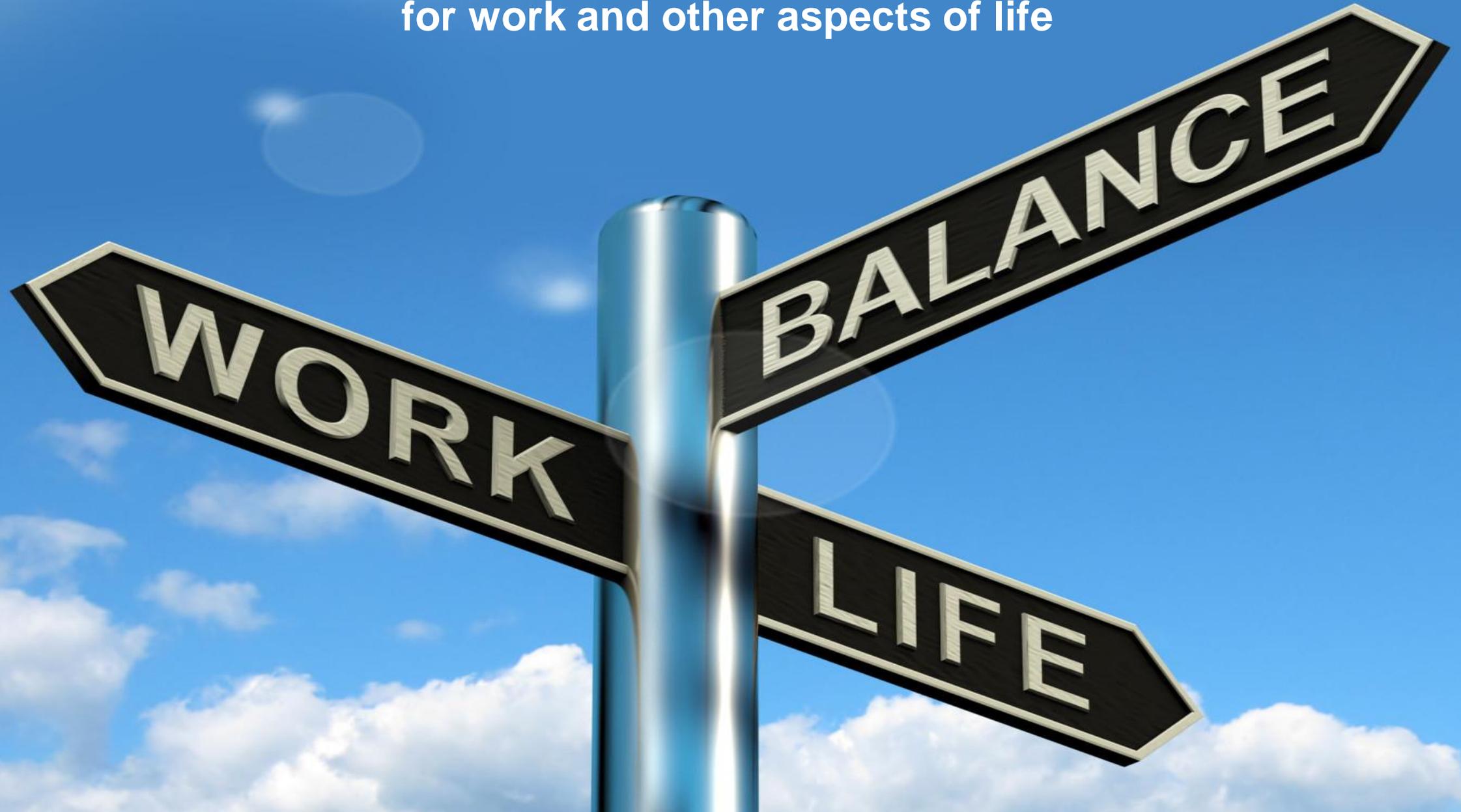
Improve time management practices



Provide stress management tips/techniques



Work–life balance is the term used to describe the balance that an individual needs between time allocated for work and other aspects of life



Seesaw



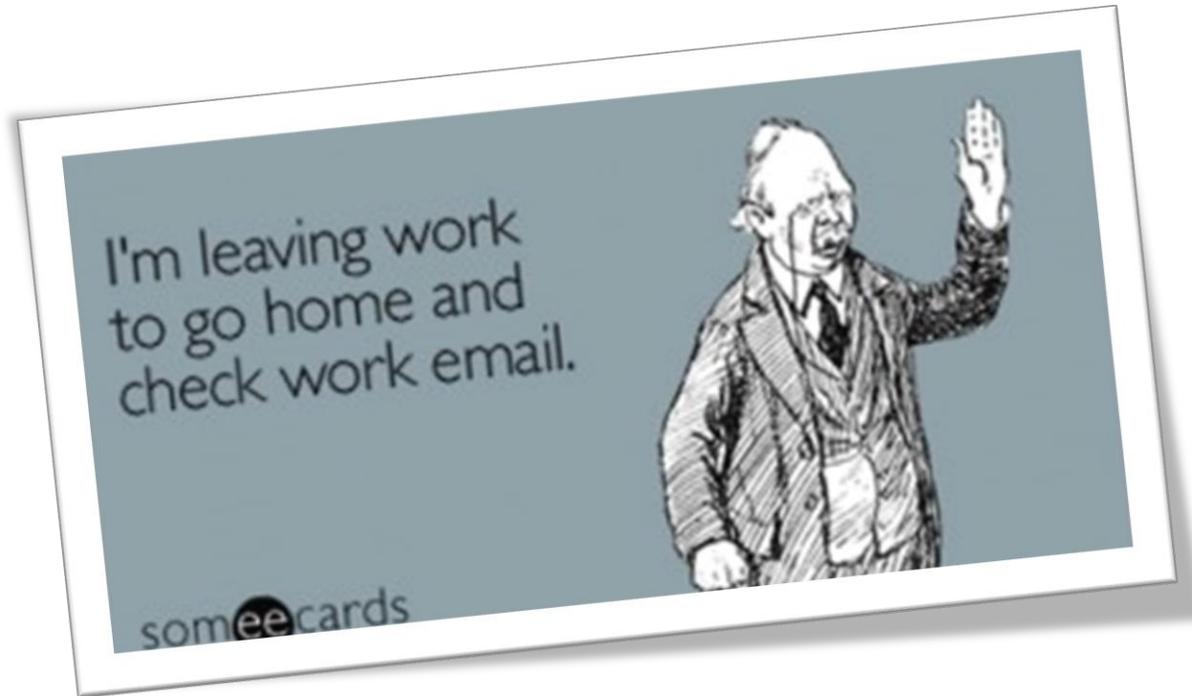
Balance



Is Your Work-Life in Balance?

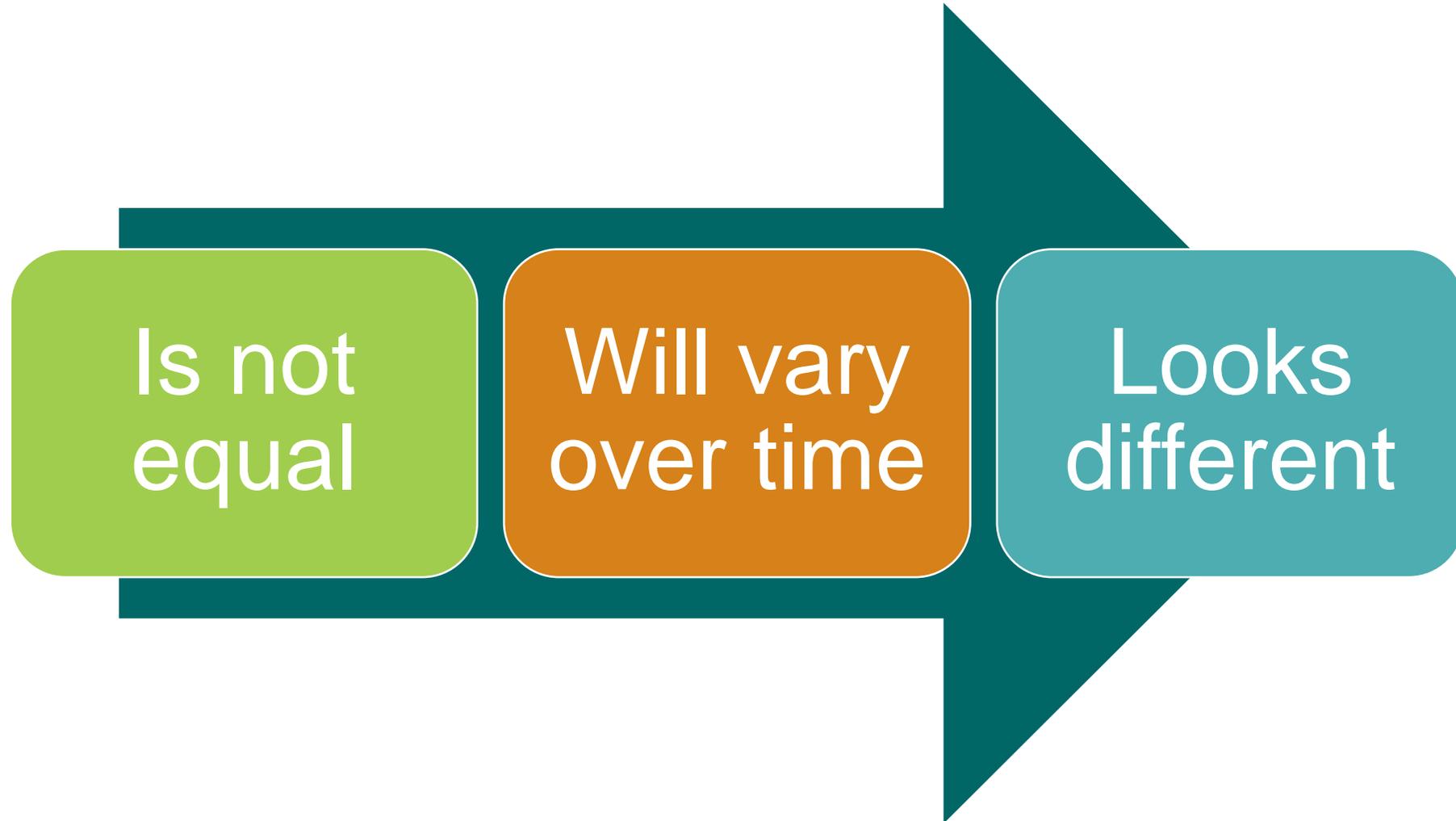


Work-Life Balance Myths



- Work-life balance is an oxymoron
- Work life balance means spending 50% of your time at work and 50% of your time at home
- Women want more work-life balance than men
- Work-life balance is synonymous with work-family balance

Work-Life Balance





Achievement



Enjoyment



Signs of Imbalance

- Body pain
- Fatigue
- Impatient
- No sense of enjoyment
- Failed relationships
- Unclear priorities



Importance of a Healthy Balance



- Less susceptible to burnouts
- Fewer health problems
- Attention is paid where due



Stress Management



Emotional symptoms

- Depression or general unhappiness
- Anxiety and agitation
- Moodiness, irritability, or anger
- Feeling overwhelmed
- Loneliness and isolation
- Other mental or emotional health problems

Cognitive symptoms

- Memory problems
- Inability to concentrate
- Poor judgment
- Seeing only the negative
- Anxious or racing thoughts
- Constant worrying

Physical symptoms

- Aches and pains
- Diarrhea or constipation
- Nausea, dizziness
- Chest pain, rapid heart rate
- Frequent colds or flu

Behavioral symptoms

- Eating more or less
- Sleeping too much or too little
- Withdrawing from others
- Procrastinating
- Using alcohol, cigarettes, or drugs to relax
- Nervous habits (e.g. nail biting, pacing)



Types of Stress



Time Stress

Anticipatory Stress



Situational Stress

Encounter Stress



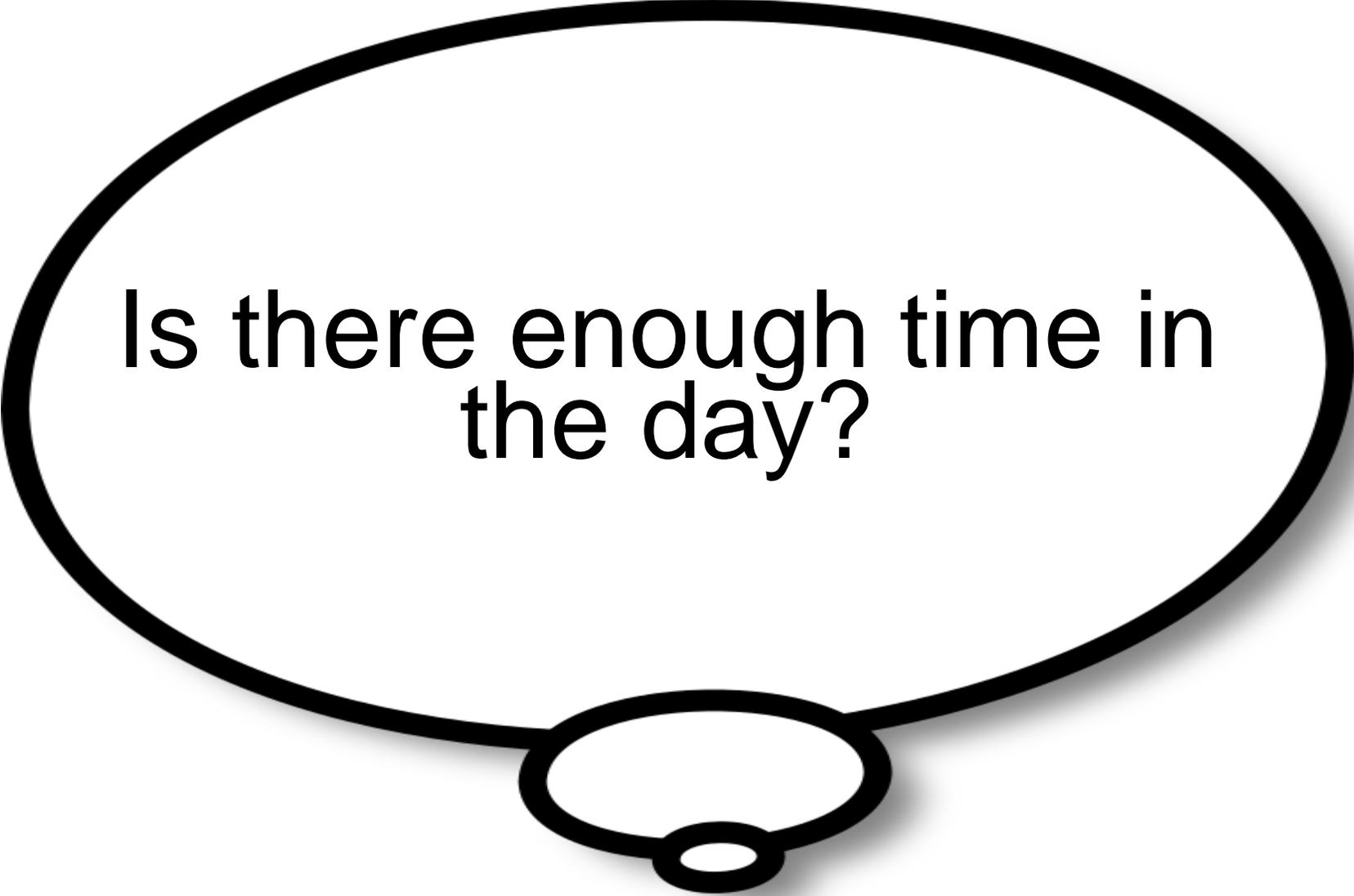
Improve Your Ability to Handle Stress

- Get moving
- Connect with others
- Engage your senses
- Learn how to relax
- Healthy diet
- Rest



Time Management





Is there enough time in
the day?





\$86,400





Urgent Vs. Important

Urgent

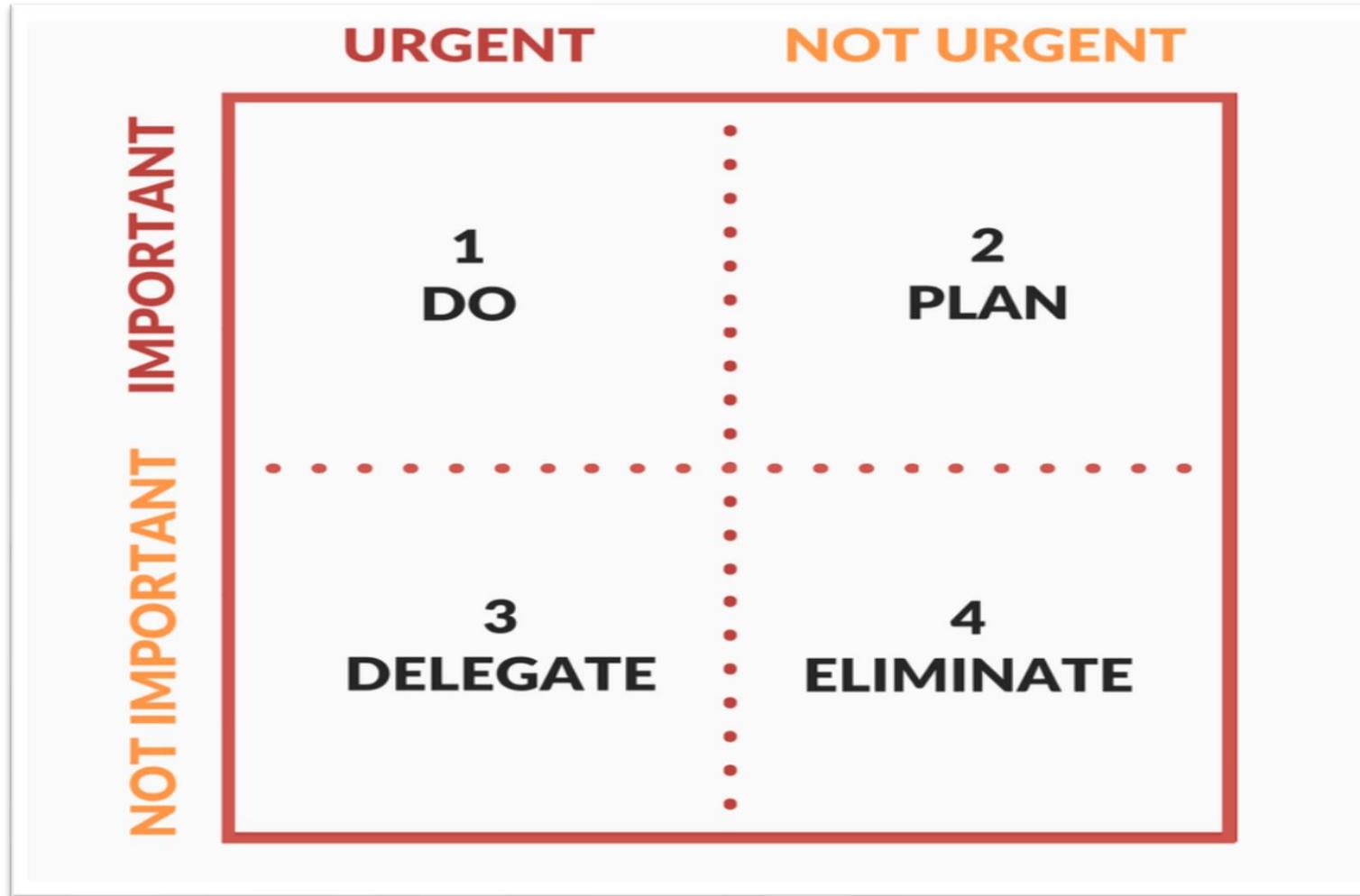
- Demand your immediate attention, but whether you actually give them that attention may or may not matter.

Important

- Tasks that matter, and not doing them may have serious consequences for you or others.



Eisenhower Principle



Eliminate Time Wasters

Superfluous meetings

Unnecessary interruptions

Unimportant tasks

Telephone, Internet, Email



Delegate

- Efficiency
- Flexibility
- Teamwork
- Balanced workloads
- Aid communication
- Retain good team members



7 Steps of Delegation



1. Be clear of the task
2. Communicate your expectations
3. Agree upon timeframes
4. Let them do the work
5. Remain available
6. Follow up as planned
7. Provide feedback



Ace the Deck



Organizing Your Workspace

- Keep only items you need
- Create an Inbox/Outbox
- Everything has a place
- Schedule time to organize your workspace
- Organize one area at a time
- Accountability partner
- Organize desk drawers/Use dividers
- Stop old habits



A vibrant sunset or sunrise over a mountain range. The sky is filled with warm colors like orange, yellow, and red, with rays of light breaking through the clouds. The foreground shows the dark silhouette of a mountain range and some trees.

Make a Change

Plan Against Procrastination

“Eat the frog first”
-Mark Twain



Organize Yourself



Make best use of your time

Use energy accordingly

Focus on doing things right

Attack procrastination

Group similar tasks together



A tropical beach scene with turquoise water, white sand, and palm trees under a blue sky. The text "Importance of Stress Management" is overlaid in the center.

Importance of Stress Management

Stress Management Tips

- Avoid caffeine, alcohol and nicotine
- Exercise
- Get more sleep
- Relaxation techniques
- Talk to someone
- Keep a journal
- Take a vacation
- Manage your time
- Breathe deeper



Breathing Exercises



Deep Breathing

- Sit in a chair
- Place one hand on your chest
- Take a deep breath into your hand
- Now place the same hand at your stomach's base
- Take a deep breath



Breathe Out Stress

- Take a big, slow inhale
- Hold it for three seconds
- Placing your top front teeth on your bottom lip
- Release a passive exhale



Stop and Smell the Roses



Questions?

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